



**State of Alabama  
Department of Finance  
Division of Purchasing  
Master Agreement  
Modification**

**CONTRACT INFORMATION**

**MASTER AGREEMENT NUMBER:** MA 999 16000000058

**NOT TO EXCEED AMOUNT:**

Begin Date: 05/23/2016

Procurement Folder: 121515

Expiration Date: 05/23/2017

Procurement Type: Master Agreement

Solicitation Number:

Replaces Award Document:

Award Date:

Replaced by Award Document:

Modification Date: 05/27/16

Version Number: 2

**CONTACT INFORMATION**

**REQUESTOR:**

Pam Johnson  
334-242-4667  
pam.johnson@purchasing.alabama.gov

**ISSUER:**

Pam Johnson  
334-242-4667  
pam.johnson@purchasing.alabama.gov

**BUYER:**

**CONTRACT DESCRIPTION**

**Ship To:**

**Bill To:**

**REASON FOR MODIFICATION**

**VENDOR INFORMATION**

**Name /Address:**

VC000004825: OFFICE DEPOT INC  
P O BOX 88040  
CHICAGO IL 60680-1040

**Contact:**

Steve Mattingley  
334-590-1475  
steve.mattingley@officedepot.com

## COMMODITY / SERVICE INFORMATION

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
1	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61505000000 - Adhesives and Applicators: Glue, Mucilage, Paste, etc.  
 Adhesives and Applicators: Glue, Mucilage, Paste, etc.  
 Adhesive, Glues, Glue Sticks, Adhesive Removers

63% off Vendor catalog  
 48% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
10	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

48550480000 - MATS, DOOR, POLYPROPYLENE RIBBED SURFACE, INDOOR/OUTDOOR, GR  
 MATS, DOOR, POLYPROPYLENE RIBBED SURFACE, INDOOR/OUTDOOR, GR  
 Chair Mats, Door Mats, Floor Mats, Anti-fatigue Mats

62% off vendor catalog  
 43% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
11	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

19568100000 - CLOCKS, TIME, ELECTRIC, ACCESSORIES AND PARTS  
 CLOCKS, TIME, ELECTRIC, ACCESSORIES AND PARTS  
 Clocks

53% off vendor catalog  
 38% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
12	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61529000000 - Correction Fluid, Sheets and Tape, Including Thinners (For T  
 Correction Fluid, Sheets and Tape, Including Thinners (For T  
 Correction Fluid, Correction Tape, Correction Pens

61% off vendor catalog  
 48% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
13	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

78557000000 - Erasers and Cleaners, Chalkboard and Dry Erase Board  
 Erasers and Cleaners, Chalkboard and Dry Erase Board  
 Chalk Erasers, Dry Eraser Erasers, Chalk

58% off vendor catalog  
 47% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
14	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61560000000 - Office Supplies, General (Not Otherwise Classified)  
 Office Supplies, General (Not Otherwise Classified)  
 Calculators, Digital Voice Recorders, Typewriters, Cameras, Laminators,  
 Pencil Sharpeners, Air Cleaners

49% off vendor catalog  
 37% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
15	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61600000000 - OFFICE SUPPLIES, GENERAL, ENVIRONMENTALLY CERTIFIED BY AN AG  
 OFFICE SUPPLIES, GENERAL (NOT OTHERWISE CLASSIFIED)

## COMMODITY / SERVICE INFORMATION

Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools,  
Adding Machine Tape, Cash Register Tape, Wide Format Paper Rolls

60% off vendor catalog  
50% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
16	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61551320000 - LABELS, MISCELLANEOUS  
LABELS, MISCELLANEOUS  
Labels, Label Makers, Label Holders

56% off vendor catalog  
44% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
17	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

64030000000 - Mailing Tubes and Storage Tubes  
Mailing Tubes and Storage Tubes  
Mailing Tubes, Mailing Tubes, Packaging, Envelopes,  
Fingertips, Letter Openers, Moistener, Butcher Paper

65% off vendor catalog  
53% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
18	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

62090730000 - MARKERS, PEN, PAINT, PERMANENT, OIL-BASED PAINT, STEEL BALL  
MARKERS, PEN, PAINT, PERMANENT, OIL-BASED PAINT, STEEL BALL  
Markers, Highlighters, Felt Pens

63% off vendor catalog  
48% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
19	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

42555460000 - KEYBOARD PAD, WORKSURFACE  
KEYBOARD PAD, WORKSURFACE  
Mouse, Keyboards, Wrist rests, Keyboard Pads,  
Mousepads, Keyboard Trays, Speakers

53% off vendor catalog  
40% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
2	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

71548660000 - REFERENCE BOOKS AND PUBLICATIONS  
REFERENCE BOOKS AND PUBLICATIONS  
Dictionaries, Thesauruses, Diaries, Tickets, Reference Sets, etc.

48% off vendor catalog  
33% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
20	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

78573000000 - Notebooks and Spirals  
Notebooks and Spirals



## COMMODITY / SERVICE INFORMATION

Notebooks, Notepads, Pads of Paper,  
Sticky Notes, Easel Pads, Stationary Paper

73% off vendor catalog  
58% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
21	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61533620000 - ORGANIZERS, DESK TOP, SORTERS  
ORGANIZERS, DESK TOP, SORTERS  
Office organizers, inboxes, copyholders, pen and pencil holders,  
wastebaskets, drawers, desktop shelves

62% off vendor catalog  
47% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
22	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

62060000000 - Pencils, Lead; Pencil Leads; Pencil Lengtheners; etc.  
Pencils, Lead; Pencil Leads; Pencil Lengtheners; etc.  
pencil, pencil erasers, mechanical pencils, lead refills, pens, pen refills

68% off vendor catalog  
61% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
23	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

78545690000 - RULERS AND MEASURING STICKS  
RULERS AND MEASURING STICKS  
protractors, rulers, yardsticks, compasses, engineer triangles, measuring tapes

62% off vendor catalog  
47% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
24	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61545990000 - FOLDERS, MISCELLANEOUS  
FOLDERS, MISCELLANEOUS  
report covers, files, file folders, pocket files, portfolios, jackets, inserts,  
folder frames, dividers, wallet files, file guides, index cards, business cards,  
card holders, file indexes, tabs, ledgers, tab reinforcement, tags, sheet protectors, clipboard, flag tape

66% off vendor catalog  
55% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
25	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

80186400000 - SIGNS, POSTS, POSTERS, MISCELLANEOUS  
SIGNS, POSTS, POSTERS, MISCELLANEOUS  
signs, sign holders, flyer holders, racks, literature displays, name plates

50% off vendor catalog  
26% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
26	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61581000000 - Staples  
Staples

## COMMODITY / SERVICE INFORMATION

staplers, staples, staple removers

62% off vendor catalog  
41% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
27	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61588000000 - Tape and Dispensers, Office Type  
Tape and Dispensers, Office Type  
Tape Dispensers, Embossing Tape, Velcro Products

61% off vendor catalog  
46% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
28	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

65592000000 - Transparency Film  
Transparency Film  
Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches

57% off vendor catalog  
30% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
29	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

20432850000 - USB PORTABLE DRIVES, AND PARTS AND ACCESSORIES  
USB PORTABLE DRIVES, AND PARTS AND ACCESSORIES  
USB Drives, Flash Memory, Zip Disks

34% off vendor catalog  
10% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
3	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61573030000 - BOXES, ARCHIVE/STORAGE, RECYCLED, W/CARDBOARD LID  
BOXES, ARCHIVE/STORAGE, RECYCLED, W/CARDBOARD LID  
Archives Boxes, Cardboard Boxes, Storage Containers

61 % off vendor catalog  
50% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
30	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

78532750000 - SUPPLIES, SCHOOL, VARIOUS (NOT OTHERWISE CLASSIFIED)  
SUPPLIES, SCHOOL, VARIOUS (NOT OTHERWISE CLASSIFIED)  
"School Supplies" Art Paper, Art Supplies, Construction Paper, Crepe Paper, Paint, Games/Learning Tools, Crayons

66% off vendor catalog  
50% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
31	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61660000000 - Office Supplies, General (Not Otherwise Classified), Environ  
Office Supplies, General (Not Otherwise Classified), Environ  
Un-Categorized Spend (This must be approved by Purchasing prior to ordering)

40% off vendor catalog  
27% off wholesale catalog



COMMODITY / SERVICE INFORMATION								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
4	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
08035200000 - BADGES, NAME, SELF-ADHESIVE, REMOVABLE BADGES, NAME, SELF-ADHESIVE, REMOVABLE Badges, Badge Holders, Lanyards  57% off vendor catalog 42% off wholesale catalog								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
5	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
61560400000 - OFFICE SUPPLIES, GENERAL (NOT OTHERWISE CLASSIFIED) OFFICE SUPPLIES, GENERAL (NOT OTHERWISE CLASSIFIED) Binder Clips, Paper Clips, Panel Clips, Pushpins, Thumbtacks, Safety Pins, Rubber Bands, Scissors, Shears, Cutters, Trimmers, Hole Punches  72% off vendor catalog 46% off wholesale catalog								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
6	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
61509020000 - BINDERS, ASSORTED MISCELLANEOUS BINDERS, ASSORTED MISCELLANEOUS Binders, Combs, Rings, Spines  54% off vendor catalog 43% off wholesale catalog								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
7	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
64518260000 - BOARDS, POSTER (CARDBOARD, PRINTING BLANKS), RECYCLED, MIN. BOARDS, POSTER (CARDBOARD, PRINTING BLANKS), RECYCLED, MIN. White Boards, Bulletin Boards, Cork Boards, Easels, Poster Boards, Display Rails  55% off vendor catalog 36% off wholesale catalog								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
8	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
61515560000 - BOOKS, PLANNERS, ORGANIZERS, CALENDAR, TIME TEXT, DAY RUNNER BOOKS, PLANNERS, ORGANIZERS, CALENDAR, TIME TEXT, DAY RUNNER Appt Books, Phone Message Books, Statement Books, Fax Message Books, While You Were Out Books, Forms, Calendars, Desk pads, Refills, Planners  58% off vendor catalog 46% off wholesale catalog								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
9	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
20689000000 - Storage Devices, Electronic (Disk Drive Compatible) Storage Devices, Electronic (Disk Drive Compatible) CDs, DVDs, Cassette Tapes, Tape Cartridges, CD, and DVD cases, CD and DVD Storage, VHS Tapes, Computer Disks and Diskettes, CD Mailers, Ribbons, Computer Bags and Cases, Camera Film, Photo Paper, Camera Bags, Camera Cases  46% off vendor catalog 31% off wholesale catalog								

All terms, conditions, and any amendments to solicitation are part of this contract as if fully reproduced herein .

Approved:

*Michael A. Jones*

Purchasing Director

APPROVALS			
Date	Status Before	Status After	Approver

Final



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**Authority:**

The Department of Finance Code of Administrative procedure, Chapter 356-4-1 effective September 7, 2012 is incorporated by reference and made a part of this document. To view the Code of Administrative procedures visit our website [www.purchasing.alabama.gov](http://www.purchasing.alabama.gov).

**Bid Response Instructions:**

In order to submit a responsive bid, bidder must read and follow all instructions, terms, conditions and specifications of this solicitation.

1. Bid envelope(s)/package(s)/box(es) must be identified with the bid number and opening date. Each individual bid must be submitted in a separate envelope. Responses to multiple bid numbers submitted in the same package that are not in separate envelopes and properly identified will be rejected. The Division of Purchasing does not assume responsibility for late bids for any reason including those due to postal or courier service. Bid responses must be in the Division of Purchasing office prior to the "close date and time" indicated on the bid.
2. Bid responses must be in ink or typed on this document, or replicated in the exact format. Signatures must be handwritten originals in ink or the bid will be rejected. Unless indicated in the bid, all price pages must be completed and returned. If an item is not being bid, identify it as N/B (no-bid). Pages should be secured. The Division of Purchasing does not assume responsibility for missing pages. Faxed/emailed bid responses will not be accepted.
3. The unit price always governs regardless of the extended amount. A unit price change on a line must be initialed by the person signing the bid or that line will be rejected. Price changes include but are not limited to cross-out, strike-over, ink-over, white-out, erasure, or any other method changing the price.
4. The Division of Purchasing requires an original and a minimum of one exact copy of the signed, notarized bid to include any required addendum(s) and documentation. The original and the copy should be submitted together as a bid package.
5. An improperly submitted bid, late bid or a bid that is canceled on or before the opening date may be retrieved during normal business hours. These bids will be held for 90 days then destroyed. The Division of Purchasing assumes no responsibility for the document after 90 days. Bids retrieved by vendor(s) are considered withdrawn and vendor(s) relinquishes all rights to protest.

**Bid rejection:**

Bidders shall not place any qualification, exceptions, conditions, reservations, limitations, or substitutions in their bid concerning the contract terms and conditions. Any such qualifications, exceptions, conditions, reservations, limitations or substitutions shall result in rejection of the bid.

Bids that are improperly submitted or received late will be documented for record but will not be returned nor will bidder be notified.

The following is a partial list whereby a bid response will be rejected:

Bid number not on envelope/package/box  
 Bid responses with multiple bid numbers in same envelope not properly identified  
 Bid responses received late  
 Bid responses not signed/not original signature  
 Bid responses not notarized/not original signature of notary and/or notary expiration  
 Bidder notarized own signature  
 Required information not submitted with bid response  
 Failure to submit the original bid and a complete exact copy  
 Bid response received from non-subscribed/expired vendor

Beason-Hammon Alabama taxpayer and Citizen Protection Act (Act 2011-535 and as amended by Act 2012-491)

As a condition for award of this bid, the vendor acknowledges the following:

"By signing this contract, the contracting parties affirm, for the duration of any agreement that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom."

Verification of enrollment in the E-verify program will be required prior to any award to a vendor who employs one or more employees within the State of Alabama. E-verify documentation should be identified with the bid number and the buyer name. Failure to provide documentation within 5 calendar days of notification will result in the rejection of your bid. To enroll in the E-verify program visit [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify).

Certification Pursuant to Act no. 2006-557

Alabama Law (section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act no. 206-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

Information and assistance to minority and women-owned businesses in acquiring M/WBE certification may be obtained from the office of minority business enterprises at [www.adeqa.alabama.gov](http://www.adeqa.alabama.gov)



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\*\*\*\*\*STANDARD TERMS and CONDITIONS \*\*\*\*\*

**Vendor Registration and Subscription Fee**

Vendors may receive bid notices by registering at the State of Alabama vendor self-service (VSS) portal, HYPERLINK "<https://procurement.staars.alabama.gov>" . Vendors wishing to respond to bids must be subscribed. Bid responses will not be accepted from non-subscribed vendors. Once registered you may subscribe by clicking the "pay subscription fee" tab at the top of the VSS home page. Payments must be made by credit or debit card. Vendors should provide their VSS assigned vendor number on all bid responses. A vendor's subscription must be maintained throughout the term of an awarded contract, to include renewal periods.

**Intent to Award**

The State of Alabama – Division of Purchasing will issue an 'Intent to Award' before a final award is made. The 'Intent to Award' will continue for a period of five (5) calendar days, after which the award will be final provided there are no protests. Upon final award, all rights to protest are forfeited. A detailed explanation of this process may be reviewed in the Alabama Administrative Code – Chapter 355-4-1(14).

**Alternate Bid Response**

Unless stated elsewhere in this Invitation-to-Bid (ITB) the State of Alabama will accept and evaluate alternate bid submittals on any ITB's provided the response meets all bid requirements.

**Internet Website Link's**

Internet and/or website links will not be accepted in bid responses as a means to supply any requirements stated in this (Invitation-to-Bid) ITB.

**Product Delivery, Receiving and Acceptance**

In accordance with the Universal Commerce Code (Code of Alabama, Title 7), after delivery, the State of Alabama has the right to inspect all products before accepting. The State will inspect products in a reasonable timeframe. Signature on a delivery document does not constitute acceptance by the State. The State will accept products only after satisfactory inspection.

**Sales Tax Exemption**

Pursuant to the Code of Alabama, 1975, Title 40-23-4 (A)(11), the State of Alabama is exempt from paying sales tax. An exemption letter will be furnished upon request.

**Invoices**

Inquiries concerning invoice payments are to be directed to the receiving agency.

**Bid Responses and Bid Results**

Unevaluated Bid Responses are available on our website at [www.purchasing.alabama.gov](http://www.purchasing.alabama.gov). The complete bid file will be made available for review in the Division of Purchasing by scheduling an appointment. We do not provide copies of bid files.

**Foreign Corporation – Certificate of Authority**

Alabama Law provides that a foreign corporation (an out-of-state company/firm) may not transact business in the State of Alabama until it obtains a Certificate of Authority from the Secretary of State. Section 10-2B15.01, Code of Alabama 1975. To obtain forms for a Certificate of Authority, contact the Secretary of State, Corporations Division, (334) 242-5324. The Certificate of Authority does not prevent the vendor from submitting a bid.

**Alabama Preferred Vendor**

A "Preferred Vendor" shall be a person, firm, or corporation that is granted preference priority by meeting all of the following criteria as established by the Code of Alabama Section 41-16-20.

Priority 1. Produces or manufacturers the product within the State.

Priority 2. Has an assembly plant or distribution facility for the product within the State.

Priority 3. Is organized for business under the applicable laws of the State as a corporation, partnership, or professional association and has maintained at least one retail outlet or service center for the product or service within the State for not less than one year prior to the deadline date for the competitive bid.

Preferred vendor status must be indicated on the pricing page(s) of your bid response in order to be considered for preferred vendor preference. By signing this bid, you affirm that the item(s) indicated meet all three criteria of a preferred vendor.

Bid item(s) meeting the criteria of preferred vendor where pricing is within 1% of the lowest compliant bid may be considered for award by the awarding authority.

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**Proration:**

Any provision of a contract resulting from this bid to the contrary notwithstanding, in the event of failure of the State to make payment hereunder as a result of partial unavailability, at the time such payment is due, of such sufficient revenues of the State to make such payment (proration of appropriated funds for the State having been declared by the governor pursuant to Section 41-4-90 of the Code of Alabama 1975), the contractor shall have the option, in addition to the other remedies of the contract, of renegotiating the contract (extending or changing payment terms or amounts) or terminating the contract.

**Non-Appropriation of Funds:**

Continuation of any agreement between the state and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this bid and any resulting agreement. Non-availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the state as a result. The State will not incur liability beyond the payment of accrued agreement payment.

**Administrative fee:**

Awarded bidder(s) are to pay the State an administrative fee for all sales made under this contract. This fee will be 1 % (0.01) of the total dollar amount for all sales. The fee is to be paid each month before the 20th and will represent a single, one-time payment for all sales made in the prior month and as adjusted for errors associated with earlier months. This fee is not to be listed as a separate cost on invoices. The awarded bidder(s) will be required to provide a summary report each month before the 20th listing sales made during the prior calendar month. This report is to include the report contract number, purchasing entity, sales amount, and fee amount. A report is due even when there is no activity. This report is to be sent electronically to telecom.admin@isd.alabama.gov. A copy of the summary report is to also accompany the payment. The remittance is to be identified with the reporting month and contract number.

Remittance is to be payable to the "State of Alabama Department of Finance" and be sent to:

Alabama Department of Finance  
Division of Accounting and Administration  
PO Box 300658  
Montgomery, Alabama 36130-0658

For internal information only: fee distribution 1% to the State Procurement fund and 0 % to the Finance ISD Revolving fund.

**Contract period:**

Establish a 12 month contract with an option to extend for a second, third, fourth, and fifth 12 month period with the same pricing, terms and conditions. The second, third, fourth, or fifth 12 month period, if agreed by both parties, would begin the day after the first, second, third, or fourth 12 month period expires. Any successive extension must have written approval of both the state and vendor no later than 30 days prior to expiration of the previous 12 month period.

**Award:**

Each awarded vendor must have an in-state account manager to answer all end-user questions, set up on-line accounts, and submit quotes for contract items. All calls and emails must be returned within (24) twenty-four hours after receiving the call or email from the buying entity.

Each awarded vendor must provide the vendor catalog and wholesale catalog, if requested, by the buying entity at no additional charge.

**Delivery:**

All deliveries must be shipped complete. Partial shipments are not acceptable, unless agreed by the end user, in writing, prior to delivery.

All deliveries must be inside delivery. Dock delivery is unacceptable unless agreed by the end user, in writing, prior to delivery.

All boxes within the carton must be packed and sealed firmly. Loose items are not acceptable.

**Substitutions:**

Substitutions are not acceptable, unless they are approved by Purchasing and the end user, in writing, prior to delivery. These substitutions must be equal or better than the original item.



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# Office DEPOT. OfficeMax<sup>®</sup>



## Office Depot Welcome Packet

**May 2016**

CLICK: [BUSINESS.OFFICEDEPOT.COM](http://BUSINESS.OFFICEDEPOT.COM)

CALL: 888.2.OFFICE



# Office DEPOT OfficeMax<sup>®</sup>

Dear State of Alabama Team Members,

Office Depot is pleased to continue a relationship that exceeds a decade as your office products provider. Backed by customer focused sales resources and delivery centers throughout North America, we will partner with State of Alabama - Purchasing to ensure a smooth transition to the Office Depot platform. By providing an array of smart solutions tailored to your specific needs, our dedicated team of professionals will help you take care of business more productively.

We look forward to enhancing the customer experience in the months and years ahead!

**Steve Mattingley**  
Vertical Market Manager  
T: 334-590-1475  
E: [steve.mattingley@officedepot.com](mailto:steve.mattingley@officedepot.com)

**Andrew Klingman**  
District Sales Manager  
T: 678-350-3506  
E: [andrew.klingman@officedepot.com](mailto:andrew.klingman@officedepot.com)

**Jodie Satterfield**  
State Agency Service Consultant  
T: 678-522-7801  
E: [jodie.satterfield@officedepot.com](mailto:jodie.satterfield@officedepot.com)

## **Account Information:**

Your **Office Depot** Account numbers are as follows...

Please see the attached list of accounts (**Attachment A- Agency Account Numbers for OD**).

Office Depot's Vendor # is VC000004825 The Master Agreement # is 16000000058

Web address: [business.officedepot.com](http://business.officedepot.com)

**Your Office Depot Representatives** are Steve Mattingley and Jodie Satterfield. Customer Service should be your first point of contact. After contacting customer service, for special pricing, order inquiries, or questions, please contact a member of your account management team. We are all here to help!

CLICK: BUSINESS.OFFICEDEPOT.COM

CALL: 888.2.OFFICE

# Office DEPOT OfficeMax®

## Ordering Methods:

To access your contract pricing:

Many of you already have a login to [business.officedepot.com](http://business.officedepot.com) website and will not need a new one. If you do not please complete Attachment B - Office Depot Login Setup and email it to [jodie.satterfield@officedepot.com](mailto:jodie.satterfield@officedepot.com), or [steve.mattingley@officedepot.com](mailto:steve.mattingley@officedepot.com). You will then be set up with a log in and password that will be sent to you via email. Please direct any questions to your account management team.

**\*\*\* Please follow Procurement guidelines as it relates to processing orders through STAARS where applicable.\*\*\***

**There will be no more open-end orders, each agency will get the quote from the website.**

**Agencies can obtain pricing for all items from the [business.officedepot.com](http://business.officedepot.com) website and attach it to the DO. Procurement will require each agency to specify if the item is going to be "shipped" or ordered online. If the item is going to be "shipped" you will enter in the item#, description and commodity code for each product. (See Attachment C – Commodity Codes for Office Supplies)**

**Once a PO is approved, you can release the original order online at [bsd.officedepot.com](http://bsd.officedepot.com) and track it there for easier access to your order history. By placing your order online you can also ensure your items are assigned to the proper commodity codes without additional hassle!**

Orders can also be faxed to the following number below. Please include your account number as well as item numbers and any other required information on your PO.

FAX: (561) 438-8356

## Customer Service Desk:

1-800-521-3939 – Monday through Friday, 8AM-8PM (EST)

- Product or pricing questions
- Returns / Exchanges (new orders must be processed with an approved PO through STAARS or alternative methods)

You can connect immediately with a customer service representative, Monday–Friday 8:00 A.M. to 11:00 P.M. (EST), using our **Live Chat** functionality (or by calling us toll-free at 800.521.3939 Monday-Friday 8:00 A.M. to 8:00 P.M). For technical support, our **E-Commerce Support Desk** is available via phone at 800.269.6888 or by e-mail at [ecsupport@officedepot.com](mailto:ecsupport@officedepot.com).

CLICK: [BUSINESS.OFFICEDEPOT.COM](http://BUSINESS.OFFICEDEPOT.COM)

CALL: 888.2.OFFICE



# Office DEPOT OfficeMax®

## **On-line Tutorials:**

To review how to navigate through the **Office Depot** website please click on the Customer Services link located at the bottom of the screen. The User Guide and Web Demonstrations can be accessed via the General Help section, under Helpful Links, on the left side of the Customer Services page.

You can also access by going to

<https://business.officedepot.com/speciallinks/us/bsd/docs/customerservice/online/training/userguide.pdf>

## **Order Confirmations:**

For every order placed, you will receive an email confirmation that details your transaction and product status of the items you ordered. You can track your order at any time online or by calling customer service.

## **Deliveries:**

Most deliveries will be made the next business day. These orders must be processed before the assigned deadline, as follows:

**ORDERS PLACED BY 4:00PM LOCAL TIME, FOR IN-STOCK ITEMS, WILL BE SCHEDULED FOR NEXT BUSINESS DAY DELIVERY.**

There are occasions where an item is shipping from an alternate source (not stocked) and may deliver within a few business days. Any extended shipping or backorders will be noted on your order confirmations.

## **Freight:**

Orders will be delivered free of charge. Please consolidate your orders where possible. Ordering in bulk is a simple way to reduce costs, waste, fuel and greenhouse gases. You will save on paper, staff time and logistical costs while also reducing the product packaging waste & carbon dioxide emissions associated with delivery of your office supplies

## **Upon Receipt of Your Order:**

Verify that all items on the packing slip listed as shipped are in your order. Any shortages or incorrect items should be reported to the **Office Depot** Customer Service Desk within 10 days of delivery. Items on back order will be noted on the packing slip.

## **Return Procedures:**

### **Returns via Phone:**

**Step 1:** Call the **Office Depot** Customer Service team and provide the invoice number and 6-digit **Office Depot** product/SKU number and/or the manufacturer's part number of the product being returned and credited.

**Step 2:** Provide a brief description of the reason for the return/credit (i.e. ordered in error, damaged/defective, etc.).

**Step 3:** Place the merchandise in your standard delivery area for pick-up.

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## Web Return Orders:

**Step 1:** Click on "Order Tracking" located in 'My Account' in the top navigation bar.

**Step 2:** Locate the sales order number that you need to place a return on. Once the order detail appears, click 'Submit Return'.

**Step 3:** Fill in the return quantity, select the reason for the return and enter any special instructions and click 'Continue'.

A confirmation number for your return will appear. Please print this page and/or write this number down and keep for your records. Please visit our Customer Service page on for complete details on our Return Policy.

## Quick Step Internet Ordering Instructions

### Placing an Order

- 1) Use browser to access the Internet and type in <https://business.officedepot.com>
- 2) Type in your Login Name and Password
- 3) Click on **LOGIN**
- 4) Please click the **TOP SUPPLIES** items link from the bulletin board to access your most frequently ordered items. We have categorized your these items for convenience. Please shop here first.
- 5) If you know the item number(s) for the product(s) you wish to order select:  
**Order by Item #** ▾  
Quick Order
- 6) Type in Office Depot Item #, quantity, and comment, if desired
- 7) If you do not know the item number(s) for the product(s) you wish to order, you can:
  - a. Search for product using key words or manufacturer part numbers by entering the information in the space provided in the gray toolbar and then clicking Go

SEARCH

GO

### Placing an Order

- 8) Use browser to access the Internet and type in <http://business.officedepot.com>
- 9) Type in your Login Name and Password
- 10) Click on **LOGIN**
- 11) Please click the **TOP SUPPLIES** items link from the bulletin board to access your most frequently ordered items. We have categorized your these items for convenience. Please shop here first.
- 12) If you know the item number(s) for the product(s) you wish to order select:

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CALL: 888.2.OFFICE

# Office DEPOT OfficeMax®



Order  
by Item # ▾

Quick Order

- 13) Type in Office Depot Item #, quantity, and comment, if desired
- 14) If you do not know the item number(s) for the product(s) you wish to order, you can:
- a. Search for product using key words or manufacturer part numbers by entering the information in the space provided in the gray toolbar and then clicking Go

SEARCH

GO

- b. Shop using our online catalog. Simply click on  Home in the upper left hand corner or View All Products A-Z  in the gray toolbar and you will be directed to category listings of the catalog
- 15) Select **ADD TO CART** to add your desired product to your shopping cart
- 16) Select **Continue Shopping** to continue or **Check Out** from the shopping cart in the top left if you have finished shopping

Order  
by Item # ▾

- 17) If you selected **Continue Shopping** then click on **Quick Order** to add more items
- 18) If you selected **Check Out** verify items in your cart and complete any required information
- 19) Please confirm your shipping information is correct.

## Placing an Order

SAVE FOR LATER

PUT THIS ORDER ON HOLD

**PLACE ORDER**

Click to submit your order.

- 20) You now have three options,
- a. If you are satisfied with your order and have an approved PO that you have entered into the checkout screen, select **PLACE ORDER** to complete the process
- b. If you would like to save the items in your cart and purchase at a later date once a PO has been approved, select **PUT THIS ORDER ON HOLD**. (When placing an order on hold, your inventory will be held for 48 hrs. You must release your order within the


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48 hour time-frame, via order tracking, or the system will auto-cancel your order and place the live inventory back into stock)

- c. If you would like to save the items in a list for an indefinite period of time but not create the order select 

- 21) When selecting the 'place order option', when you see "Thank you for your order," and your number, your order has been successfully completed.


Online training is available in the Customer Service section or call the Internet Help Desk 800-269-6888

## Custom Shopping Lists:

For your convenience, we have created a best seller list from usage in 2015. You can access this list by clicking on the link we created & added to your customized bulletin board.



You may create shopping lists of frequently ordered items and store them in 'the shopping lists link' at the top of the page.

### **To Create Your First List**

1. Click on **My Shopping Lists** at the top of the page. You will come to the **My Shopping Lists** information page.
2. Click the  button at the top of this page.
3. Enter a name and comment and click the **SAVE** button. (Note: Comments are optional and for your use only.)
4. That's it - you've created your first list.

Note: You may create as many lists as you like by repeating the steps above.

### **To Add Products to a List**

1. Ensure you are logged in.
2. As you search and browse for products, simply click the  button to add that item to a list.
3. You can select an existing list or create a new list.
4. Select the  button.

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## To Shop with a List

1. Ensure you are logged in.
2. Select **My Shopping Lists** at the top of the page.
3. Select the desired list.
4. Enter the quantities as desired.
5. Make sure the checkbox is checked next to the item(s) you want to purchase.
6. Click **ADD TO CART**.
7. You will receive confirmation that items were added to your cart (Note: If an item is out-of-stock, you will be given the option to backorder it or choose another item).
8. Click **CHECK OUT** to finish ordering.

## To View, Edit, or Delete a Previously Created List

1. Select **My Shopping Lists** at the top of the page.
2. Select the desired list.
3. To edit the list name or comment, simply enter your changes and click **UPDATE**.
4. To remove items from the list, click **Remove**.
- 5.

## To View, Edit, or Delete a Previously Created List

6. If you change any quantities, you must click **UPDATE** to save the changes.
7. To delete the list, click **Delete this List** (at the bottom of your page).

## Tips

- To prevent items on your list from being added to your cart, enter zero in the quantity before clicking **ADD TO CART**.

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- You can also uncheck the checkbox next to an item and click **ADD TO CART** to prevent it from being added to the shopping cart.

## SEARCHING FOR ITEMS:

Enter your keywords in the search parameters box to search for items (you may enter up to 5 descriptive words). Once search your results appear, you may click on "Sort By" and select "Best Value". You can simply add the quantity of the item you wish to order & click on 'Add to Cart' to add the item to your cart. If you have created a shopping list, you can also click 'Add to Shopping List' to add the item to your list.



★★★★★ 3 Reviews  
Office Depot® Brand Basic Round-Ring View Binder, 3" Rings, 32% Recycled, Black

Item # 398221  
\$ 2 82 / each

Qty  **ADD TO CART**  
**ADD TO SHOPPING LIST**

Subscribe ⓘ

✓ Sold Online (Delivery Only)  
Limited Availability

▶ **BEST VALUE**

♻ Recycled content

☐ Compare



Write a review  
Wilson Jones® Ultra Duty View Binder, 3" D-Ring, 39% Recycled, White

Item # 544979  
\$ 6 00 / each

Qty  **ADD TO CART**  
**ADD TO SHOPPING LIST**

Subscribe ⓘ

✓ Sold Online  
Availability: 9  
✓ Sold in Stores

▶ **BEST VALUE**

☐ Compare



Write a review  
Wilson Jones® Ultra Duty View Binder, 3" D-Ring, 39% Recycled, Black

Item # 544988  
\$ 6 00 / each

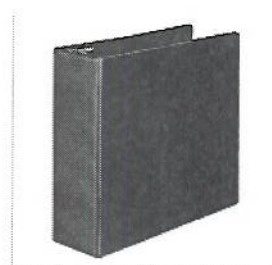
Qty  **ADD TO CART**  
**ADD TO SHOPPING LIST**

Subscribe ⓘ

✓ Sold Online  
Availability: 16  
✓ Sold in Stores

▶ **BEST VALUE**

☐ Compare



★★★★★ 2 Reviews  
Wilson Jones® Binder, 3" D-Rings, 39% Recycled, Black

Item # 788202 ●  
\$ 6 28 / each

Qty  **ADD TO CART**  
**ADD TO SHOPPING LIST**

Subscribe ⓘ

✓ Sold Online (Delivery Only)  
Availability: 107

▶ **BEST VALUE**

♻ Recycled content

☐ Compare

## ORDER BY ITEM NUMBER:

With **Order by Item Number**, you can quickly enter up to twenty items directly to the Shopping Cart or a Shopping List by entering the item numbers & quantities. To display the **Order by Item #** page, select 'Order by Item #' on the left navigation bar. To begin adding items to the Shopping Cart:

- Type the item number in the 'Item #' field. Item numbers include Office Depot SKU numbers, manufacturer numbers, and customer-specific codes.
- Type in the quantity desired in the 'Qty' field.

CLICK: BUSINESS.OFFICEDEPOT.COM

CALL: 888.2.OFFICE



# Office DEPOT OfficeMax®

- a. **Note:** If you leave any of the quantity boxes blank, the items will be added to your Shopping Cart with a quantity of 1.
3. When finished, select 'Add to Cart' (or 'Add to List') located at the bottom of the page.



[Order by Item Number](#) | [Bulletin Board](#) | [My Shopping Lists](#)

Search by Keyword or Item#



[My Account](#) ▾

[Office Supplies](#) | [Paper](#) | [Breakroom](#) | [Ink & Toner](#) | [Cleaning](#) | [Technology](#) | [Fu](#)

[Home](#) > [Order By Item Number](#)

## Order By Item Number

### Enter Item Number(s) & Quantities

Enter the 6 or 9-digit item number and quantity for each item you would like to order in the appropriate fields below.

Show Images ☐

**Note:** Please make your Show Images selection prior to entering products on this page.

Item Number	Qty	Comments

CLICK: [BUSINESS.OFFICEDEPOT.COM](http://BUSINESS.OFFICEDEPOT.COM)

CALL: 888.2.OFFICE

# Office DEPOT OfficeMax®

## **Frequently Asked Questions:**

***I have forgotten my password for ordering on the Office Depot website. What should I do?***

Simply go to our website ([business.officedepot.com](http://business.officedepot.com)) and click on the 'Forgot your login name/password?' link. You will be prompted to enter your login name and respond to your pre-determined security question. You will then be asked to update your profile with a new password. If you do not remember your login name, call our HELP DESK at 1-800-269-6888 any time between the hours of 7:00 AM - 9:00 PM Eastern Standard Time and they will be glad to help you. Have your account number ready when you call

***Help, I'm on the Office Depot website and forgot how to create a Custom Shopping List. What do I do?***

Click on 'My Shopping Lists': You can create a new list there or open the "How to use and create lists" guide. This will guide you through each of our online tools step-by-step.

***We just received our order and I thought I ordered 12 pens, but instead received 12 boxes of them. What do I do?***

Our product return policy and procedures are designed to help our customers make returns and exchanges quickly and efficiently. You can place your return online. Simply go to the Order Tracking and History feature under 'My Account', select Order Tracking and History, locate your order, click on the order then go to the bottom right hand corner of the page and select Begin Return. You may also refer to our website for our complete Return Policy and for instructions on how to process such requests.

***I need additional copies of the catalog for my office. How do I request them?***

Many schools like to keep several catalogs on hand so that they can be used by several different people. Our catalogs are offered to our customers free of charge. You can request a catalog with your next online or phone order. Simply add Sku # **906647 for the General catalog** to your cart when you place your next order.

***I've looked all through the catalog and can't find the item I really need. Does this mean Office Depot doesn't have it?***

**Not at all.** Office Depot offers over 15,000 items but we also have access to a large assortment of additional products that are made available through various third-party sources. Please call your field account representative or customer service representative for assistance in ordering the product you need.

***It's early in the morning and I just realized that I need to add something to an existing order. My order usually arrives around noon. Can I call to add this item to today's order?***

Our orders are packaged at night so that delivery trucks can be loaded early in the morning before embarking on their routes. Our delivery trucks usually leave our distribution centers well before 8:00 AM, so unfortunately it would not be possible to update this existing order. We instead encourage you to use the Office Depot Store Purchasing Card or contact your field account representative to place an order for pick-up at a local retail store near you. Please contact your field account representative and/or ask how to link your p-card to access discounts in our stores.

**CLICK: [BUSINESS.OFFICEDEPOT.COM](http://BUSINESS.OFFICEDEPOT.COM)**

**CALL: 888.2.OFFICE**

# Office DEPOT. OfficeMax™

## THINGS TO REMEMBER

- Office Depot's Vendor # is VC000004825 The Master Agreement # is 16000000058
- REAL TIME INVENTORY SHOWN ONLINE
- YOU SEE YOUR ACTUAL CONTRACT PRICE FOR EVERY ITEM.

Agencies can obtain pricing for all items from the [business.officedepot.com](http://business.officedepot.com) website and attach it to the DO. Procurement will require each agency to specify if the item is going to be "shipped" or ordered online. If the item is going to be "shipped" you will enter in the item#, description and commodity code for each product. (See Attachment C – Commodity Codes for Office Supplies)

Once a PO is approved, you can release the original order online at [bsd.officedepot.com](http://bsd.officedepot.com) and track it there for easier access to your order history. By placing your order online you can also ensure your items are assigned to the proper commodity codes without additional hassle!

- ORDERS PLACED BY 4:00PM YOUR LOCAL TIME, FOR IN-STOCK ITEMS, WILL BE SCHEDULED FOR NEXT BUSINESS DAY DELIVERY.
- CUSTOMER SERVICE DESK – 1-800-521-3939, 8:00 AM to 8:00 PM EST, Monday – Friday.
- INTERNET HELP DESK (assistance with website, forgotten password)– 1-800-269-6888 Hours: 7 AM to 9:00 PM EST, Monday – Friday. Or via email: [ecsupport@officedepot.com](mailto:ecsupport@officedepot.com).

**Steve Mattingley**  
Vertical Market Manager  
T: 334-590-1475  
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**THANK YOU FOR PARTNERING WITH OFFICE DEPOT!**





Commodity Code

business.officedepot.com

ABBREVIATED DESCRIPTION

Commodity Code	ABBREVIATED DESCRIPTION	Category Description
61505000000	ADHESIVES & GLUE	Adhesive, Glue, Glue sticks, adhesive removers
71548660000	REFERENCE BOOKS	Dictionaries, Thesauruses, Diaries, Tickets, Reference Sets, etc.
61573030000	BOXES & STORAGE	Archive Boxes, Cardboard Boxes, Storage Containers
80352000000	BADGES & LANYARDS	Badges, Badge holders, Lanyards
61560400000	CLIPS/BANDS/SCISSOR/PUNCH	Binder Clips, Paper Clips, Panel Clips, Pushpins, Thumbtacks, Safety Pins, Rubber Bands, Scissors, Shears, Cutters, Trimmers, Hole Punches
61509020000	BINDERS & ACCESSORIES	Binders, Combs, Rings, Spines
64518260000	BOARDS & EASELS	White Boards, Bulletin Boards, Cork Boards, Easels, Poster Boards, Display Ralls
61515560000	FORMS/CALENDERS/MSG PADS	Appt Books, Phone Message Books, Statement Books, Fax Message Books, White You Write Out Books, Forms, Calendars, Desk pads, Refills, Planners
20689000000	DATA MEDIA/TAPES/RIBBONS	CDs, DVDs, Cassette Tapes, Tape Cartridges, CD and DVD cases, CD and DVD Storage, VHS Tapes, Computer Disks and Diskettes, CD Mailers, Ribbons, Computer
48550480000	CHAIR & FLOOR MATS	Chair Mats, Door Mats, Floor Mats, Anti-Fatigue Mats
19568100000	CLOCKS	Clocks
61529000000	CORRECTION FLUID/TAPE	Correction Fluid, Correction Tape, Correction Pens
78557000000	CHALK/DIRT ERASE	Chalk Erasers, Dry Eraser Erasers, Chalk
61560000000	CALC/VOICE/NAV/SHARPENER	Calculators, Digital Voice Recorders, Typewriters, Cameras, Laminators, Pencil Sharpeners, Air Cleaners
61560400000	ACCOUNTING SUPPLIES/STAMPS	Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools, Adding Machine Tape, Cash Register Tape, Wide Format Paper Rolls
61551320000	LABELS & LABELMAKERS	Labels, Label Makers, Label Holders
64030000000	MAILING SUPPLIES (NO BOXES)	Mailing Tubes, Mailing Tubes, Packaging, Envelopes, Fingertips, Letter Openers, Moistener, Butcher Paper
62090730000	MARKERS/HIGHLIGHT/FEEL PEN	Markers, Highlighters, Felt Pens
42555460000	MOUSE/KEYBOARDS/SPEAKERS	Mouse, Keyboards, Wrist rests, Keyboard Pads, Mousepads, Keyboard Trays, Speakers
78573000000	NOTEBOOK/PAD/STATIONARY	Notebooks, Notebooks, Pads of Paper, Sticky Notes, Easel Pads, Stationary Paper
61533620000	DESK ACCESSORIES	Office organizers, inboxes, copyholders, pen and pencil holders, wastebaskets, drawers, desktop shelves
62060000000	PENS & PENCILS & REFILLS	pencil, pencil erasers, mechanical pencils, lead refills, pens, pen refills
78545600000	DRAFTING SUPPLIES	protractors, rulers, yardsticks, compasses, engineer triangles, measuring tapes
61545900000	REP CUR/VILE FLDR/INDEX CARD	report covers, files, file folders, pocket files, portfolios, jackets, inserts, folder frames, dividers, wallet files, file guides, index cards, business cards, card holders, file
80186400000	SIGNS & DISPLAYS	signs, sign holders, flyer holders, racks, literature displays, name plates
61581000000	STAPLES & STAPLERS	staplers, staples, staple removers
61588000000	TAPE & VELCRO	Tape Dispensers, Embossing Tape, Velcro Products
65592000000	LAMINATING SUPPLIES	Transparency film, Transparency Paper, Laminating Supplies, Laminating Pouches
20432850000	USB DRIVES, FLASH MEMORY	USB Drives, Flash Memory, Zip Disks
78532750000	SCHOOL SUPPLIES	School Supplies Art Paper, Art Supplies, Construction Paper, Crepe Paper, Paint, Games/Learning Tools, Crayons
61660000000	UNCATEGORIZED (APPROVAL)	Un-Categorized Spend [This must be approved by Purchasing prior to ordering]



**State of Alabama  
Department of Finance  
Division of Purchasing  
Master Agreement  
Modification**

**CONTRACT INFORMATION**

**MASTER AGREEMENT NUMBER:** MA 999 16000000061

Begin Date: 05/23/2016

Expiration Date: 05/22/2017

Solicitation Number:

Award Date:

Modification Date: 05/27/16

**NOT TO EXCEED AMOUNT:**

Procurement Folder: 122408

Procurement Type: Master Agreement

Replaces Award Document:

Replaced by Award Document:

Version Number: 2

**CONTACT INFORMATION**

**REQUESTOR:**

Pam Johnson

334-242-4667

pam.johnson@purchasing.alabama.gov

**ISSUER:**

Pam Johnson

334-242-4667

pam.johnson@purchasing.alabama.gov

**BUYER:**

**CONTRACT DESCRIPTION**

**Ship To:**

**Bill To:**

**REASON FOR MODIFICATION**

**VENDOR INFORMATION**

**Name /Address:**

VC000115146: Staples Contract & Commercial

6660 Peachtree Dunwoody R

Atlanta GA 30328

**Contact:**

Steve Levine

6785927888

Steve.Levine@Staples.Com

## COMMODITY / SERVICE INFORMATION

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
1	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61560000000 - OFFICE SUPPLIES, GENERAL, ENVIRONMENTALLY CERTIFIED BY AN AG  
 Adhesives and Applicators: Glue, Mucilage, Paste, etc.  
 Adhesive, Glues, Glue Sticks, Adhesive Removers

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
10	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

48550480000 - MATS, DOOR, POLYPROPYLENE RIBBED SURFACE, INDOOR/OUTDOOR, GR  
 MATS, DOOR, POLYPROPYLENE RIBBED SURFACE, INDOOR/OUTDOOR, GR  
 Chair Mats, Door Mats, Floor Mats, Anti-fatigue Mats

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
11	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

19568100000 - CLOCKS, TIME, ELECTRIC, ACCESSORIES AND PARTS  
 CLOCKS, TIME, ELECTRIC, ACCESSORIES AND PARTS  
 Clocks

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
12	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61529000000 - Correction Fluid, Sheets and Tape, Including Thinners (For T  
 Correction Fluid, Sheets and Tape, Including Thinners (For T  
 Correction Fluid, Correction Tape, Correction Pens

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
13	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

78557000000 - Erasers and Cleaners, Chalkboard and Dry Erase Board  
 Erasers and Cleaners, Chalkboard and Dry Erase Board  
 Chalk Erasers, Dry Eraser Erasers, Chalk

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
14	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61560000000 - Office Supplies, General (Not Otherwise Classified)  
 Office Supplies, General (Not Otherwise Classified)  
 Calculators, Digital Voice Recorders, Typewriters, Cameras, Laminators,  
 Pencil Sharpeners, Air Cleaners

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
15	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61560400000 - OFFICE SUPPLIES, GENERAL (NOT OTHERWISE CLASSIFIED)  
 OFFICE SUPPLIES, GENERAL (NOT OTHERWISE CLASSIFIED)  
 Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools,  
 Adding Machine Tape, Cash Register Tape, Wide Format Paper Rolls

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
16	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61551320000 - LABELS, MISCELLANEOUS  
 LABELS, MISCELLANEOUS  
 Labels, Label Makers, Label Holders

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
17	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

64030000000 - Mailing Tubes and Storage Tubes  
 Mailing Tubes and Storage Tubes



## COMMODITY / SERVICE INFORMATION

Mailing Tubes, Mailing Tubs, Packaging, Envelopes,  
Fingertips, Letter Openers, Moistener, Butcher Paper

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
18	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

62090730000 - MARKERS, PEN, PAINT, PERMANENT, OIL-BASED PAINT, STEEL BALL  
MARKERS, PEN, PAINT, PERMANENT, OIL-BASED PAINT, STEEL BALL  
Markers, Highlighters, Felt Pens

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
19	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

42555460000 - KEYBOARD PAD, WORKSURFACE  
KEYBOARD PAD, WORKSURFACE  
Mouse, Keyboards, Wrist rests, Keyboard Pads,  
Mousepads, Keyboard Trays, Speakers

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
2	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

71548660000 - REFERENCE BOOKS AND PUBLICATIONS  
REFERENCE BOOKS AND PUBLICATIONS  
Dictionaries, Thesauruses, Diaries, Tickets, Reference Sets, etc.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
20	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

78573000000 - Notebooks and Spirals  
Notebooks and Spirals  
Notebooks, Notepads, Pads of Paper,  
Sticky Notes, Easel Pads, Stationary Paper

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
21	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61533620000 - ORGANIZERS, DESK TOP, SORTERS  
ORGANIZERS, DESK TOP, SORTERS  
Office organizers, inboxes, copyholders, pen and pencil holders,  
wastebaskets, drawers, desktop shelves

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
22	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

62060000000 - Pencils, Lead; Pencil Leads; Pencil Lengtheners; etc.  
Pencils, Lead; Pencil Leads; Pencil Lengtheners; etc.  
pencil, pencil erasers, mechanical pencils, lead refills, pens, pen refills

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
23	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

78545690000 - RULERS AND MEASURING STICKS  
RULERS AND MEASURING STICKS  
protractors, rulers, yardsticks, compasses, engineer triangles, measuring tapes

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
24	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61545990000 - FOLDERS, MISCELLANEOUS  
FOLDERS, MISCELLANEOUS  
report covers, files, file folders, pocket files, portfolios, jackets, inserts,  
folder frames, dividers, wallet files, file guides, index cards, business cards,  
card holders, file indexes, tabs, ledgers, tab reinforcement, tags, sheet protectors, clipboard, flag tape

## COMMODITY / SERVICE INFORMATION

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
25	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
80186400000 - SIGNS, POSTS, POSTERS, MISCELLANEOUS SIGNS, POSTS, POSTERS, MISCELLANEOUS signs, sign holders, flyer holders, racks, literature displays, name plates								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
26	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
61581000000 - Staples Staples staplers, staples, staple removers								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
27	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
61588000000 - Tape and Dispensers, Office Type Tape and Dispensers, Office Type Tape Dispensers, Embossing Tape, Velcro Products								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
28	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
65592000000 - Transparency Film Transparency Film Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
29	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
20432850000 - USB PORTABLE DRIVES, AND PARTS AND ACCESSORIES USB PORTABLE DRIVES, AND PARTS AND ACCESSORIES USB Drives, Flash Memory, Zip Disks								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
3	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
61573030000 - BOXES, ARCHIVE/STORAGE, RECYCLED, W/CARDBOARD LID BOXES, ARCHIVE/STORAGE, RECYCLED, W/CARDBOARD LID Archives Boxes, Cardboard Boxes, Storage Containers								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
30	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
78532750000 - SUPPLIES, SCHOOL, VARIOUS (NOT OTHERWISE CLASSIFIED) SUPPLIES, SCHOOL, VARIOUS (NOT OTHERWISE CLASSIFIED) "School Supplies" Art Paper, Art Supplies, Construction Paper, Crepe Paper, Paint, Games/Learning Tools, Crayons								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
31	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
61660000000 - Office Supplies, General (Not Otherwise Classified), Environ Office Supplies, General (Not Otherwise Classified), Environ Un-Categorized Spend (This must be approved by Purchasing prior to ordering)								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
4	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
08035200000 - BADGES, NAME, SELF-ADHESIVE, REMOVABLE BADGES, NAME, SELF-ADHESIVE, REMOVABLE Badges, Badge Holders, Lanyards								



## COMMODITY / SERVICE INFORMATION

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
5	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
61560400000 - OFFICE SUPPLIES, GENERAL (NOT OTHERWISE CLASSIFIED) OFFICE SUPPLIES, GENERAL (NOT OTHERWISE CLASSIFIED) Binder Clips, Paper Clips, Panel Clips, Pushpins, Thumbtacks, Safety Pins, Rubber Bands, Scissors, Shears, Cutters, Trimmers, Hole Punches								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
6	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
61509020000 - BINDERS, ASSORTED MISCELLANEOUS BINDERS, ASSORTED MISCELLANEOUS Binders, Combs, Rings, Spines								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
7	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
64518260000 - BOARDS, POSTER (CARDBOARD, PRINTING BLANKS), RECYCLED, MIN. BOARDS, POSTER (CARDBOARD, PRINTING BLANKS), RECYCLED, MIN. White Boards, Bulletin Boards, Cork Boards, Easels, Poster Boards, Display Rails								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
8	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
61515560000 - BOOKS, PLANNERS, ORGANIZERS, CALENDAR, TIME TEXT, DAY RUNNER BOOKS, PLANNERS, ORGANIZERS, CALENDAR, TIME TEXT, DAY RUNNER Appt Books, Phone Message Books, Statement Books, Fax Message Books, While You Were Out Books, Forms, Calendars, Desk pads, Refills, Planners								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
9	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
20689000000 - Storage Devices, Electronic (Disk Drive Compatible) Storage Devices, Electronic (Disk Drive Compatible) CDs, DVDs, Cassette Tapes, Tape Cartridges, CD, and DVD cases, CD and DVD Storage, VHS Tapes, Computer Disks and Diskettes, CD Mailers, Ribbons, Computer Bags and Cases, Camera Film, Photo Paper, Camera Bags, Camera Cases								

All terms, conditions, and any amendments to solicitation are part of this contract as if fully reproduced herein .

Approved:



Purchasing Director

APPROVALS			
Date	Status Before	Status After	Approver



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**Authority:**

The Department of Finance Code of Administrative procedure, Chapter 356-4-1 effective September 7, 2012 is incorporated by reference and made a part of this document. To view the Code of Administrative procedures visit our website [www.purchasing.alabama.gov](http://www.purchasing.alabama.gov).

**Bid Response Instructions:**

In order to submit a responsive bid, bidder must read and follow all instructions, terms, conditions and specifications of this solicitation.

1. Bid envelope(s)/package(s)/box(es) must be identified with the bid number and opening date. Each individual bid must be submitted in a separate envelope. Responses to multiple bid numbers submitted in the same package that are not in separate envelopes and properly identified will be rejected. The Division of Purchasing does not assume responsibility for late bids for any reason including those due to postal or courier service. Bid responses must be in the Division of Purchasing office prior to the "close date and time" indicated on the bid.
2. Bid responses must be in ink or typed on this document, or replicated in the exact format. Signatures must be handwritten originals in ink or the bid will be rejected. Unless indicated in the bid, all price pages must be completed and returned. If an item is not being bid, identify it as N/B (no-bid). Pages should be secured. The Division of Purchasing does not assume responsibility for missing pages. Faxed/emailed bid responses will not be accepted.
3. The unit price always governs regardless of the extended amount. A unit price change on a line must be initialed by the person signing the bid or that line will be rejected. Price changes include but are not limited to cross-out, strike-over, ink-over, white-out, erasure, or any other method changing the price.
4. The Division of Purchasing requires an original and a minimum of one exact copy of the signed, notarized bid to include any required addendum(s) and documentation. The original and the copy should be submitted together as a bid package.
5. An improperly submitted bid, late bid or a bid that is canceled on or before the opening date may be retrieved during normal business hours. These bids will be held for 90 days then destroyed. The Division of Purchasing assumes no responsibility for the document after 90 days. Bids retrieved by vendor(s) are considered withdrawn and vendor(s) relinquishes all rights to protest.

**Bid rejection:**

Bidders shall not place any qualification, exceptions, conditions, reservations, limitations, or substitutions in their bid concerning the contract terms and conditions. Any such qualifications, exceptions, conditions, reservations, limitations or substitutions shall result in rejection of the bid.

Bids that are improperly submitted or received late will be documented for record but will not be returned nor will bidder be notified.

The following is a partial list whereby a bid response will be rejected:

Bid number not on envelope/package/box  
 Bid responses with multiple bid numbers in same envelope not properly identified  
 Bid responses received late  
 Bid responses not signed/not original signature  
 Bid responses not notarized/not original signature of notary and/or notary expiration  
 Bidder notarized own signature  
 Required information not submitted with bid response  
 Failure to submit the original bid and a complete exact copy  
 Bid response received from non-subscribed/expired vendor

Beason-Hammon Alabama taxpayer and Citizen Protection Act (Act 2011-535 and as amended by Act 2012-491)

As a condition for award of this bid, the vendor acknowledges the following:

"By signing this contract, the contracting parties affirm, for the duration of any agreement that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom."

Verification of enrollment in the E-verify program will be required prior to any award to a vendor who employs one or more employees within the State of Alabama. E-verify documentation should be identified with the bid number and the buyer name. Failure to provide documentation within 5 calendar days of notification will result in the rejection of your bid. To enroll in the E-verify program visit [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify).

Certification Pursuant to Act no. 2006-557

Alabama Law (section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act no. 206-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

Information and assistance to minority and women-owned businesses in acquiring M/WBE certification may be obtained from the office of minority business enterprises at [www.adeca.alabama.gov](http://www.adeca.alabama.gov)

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\*\*\*\*\*STANDARD TERMS and CONDITIONS \*\*\*\*\*

**Vendor Registration and Subscription Fee**

Vendors may receive bid notices by registering at the State of Alabama vendor self-service (VSS) portal, HYPERLINK "<https://procurement.staars.alabama.gov>". Vendors wishing to respond to bids must be subscribed. Bid responses will not be accepted from non-subscribed vendors. Once registered you may subscribe by clicking the "pay subscription fee" tab at the top of the VSS home page. Payments must be made by credit or debit card. Vendors should provide their VSS assigned vendor number on all bid responses. A vendor's subscription must be maintained throughout the term of an awarded contract, to include renewal periods.

**Intent to Award**

The State of Alabama – Division of Purchasing will issue an 'Intent to Award' before a final award is made. The 'Intent to Award' will continue for a period of five (5) calendar days, after which the award will be final provided there are no protests. Upon final award, all rights to protest are forfeited. A detailed explanation of this process may be reviewed in the Alabama Administrative Code – Chapter 355-4-1(14).

**Alternate Bid Response**

Unless stated elsewhere in this Invitation-to-Bid (ITB) the State of Alabama will accept and evaluate alternate bid submittals on any ITB's provided the response meets all bid requirements.

**Internet Website Link's**

Internet and/or website links will not be accepted in bid responses as a means to supply any requirements stated in this (Invitation-to-Bid) ITB.

**Product Delivery, Receiving and Acceptance**

In accordance with the Universal Commerce Code (Code of Alabama, Title 7), after delivery, the State of Alabama has the right to inspect all products before accepting. The State will inspect products in a reasonable timeframe. Signature on a delivery document does not constitute acceptance by the State. The State will accept products only after satisfactory inspection.

**Sales Tax Exemption**

Pursuant to the Code of Alabama, 1975, Title 40-23-4 (A)(11), the State of Alabama is exempt from paying sales tax. An exemption letter will be furnished upon request.

**Invoices**

Inquiries concerning invoice payments are to be directed to the receiving agency.

**Bid Responses and Bid Results**

Unevaluated Bid Responses are available on our website at [www.purchasing.alabama.gov](http://www.purchasing.alabama.gov). The complete bid file will be made available for review in the Division of Purchasing by scheduling an appointment. We do not provide copies of bid files.

**Foreign Corporation – Certificate of Authority**

Alabama Law provides that a foreign corporation (an out-of-state company/firm) may not transact business in the State of Alabama until it obtains a Certificate of Authority from the Secretary of State. Section 10-2B15.01, Code of Alabama 1975. To obtain forms for a Certificate of Authority, contact the Secretary of State, Corporations Division, (334) 242-5324. The Certificate of Authority does not prevent the vendor from submitting a bid.

**Alabama Preferred Vendor**

A "Preferred Vendor" shall be a person, firm, or corporation that is granted preference priority by meeting all of the following criteria as established by the Code of Alabama Section 41-16-20.

Priority 1. Produces or manufacturers the product within the State.

Priority 2. Has an assembly plant or distribution facility for the product within the State.

Priority 3. Is organized for business under the applicable laws of the State as a corporation, partnership, or professional association and has maintained at least one retail outlet or service center for the product or service within the State for not less than one year prior to the deadline date for the competitive bid.

Preferred vendor status must be indicated on the pricing page(s) of your bid response in order to be considered for preferred vendor preference. By signing this bid, you affirm that the item(s) indicated meet all three criteria of a preferred vendor.

Bid item(s) meeting the criteria of preferred vendor where pricing is within 1% of the lowest compliant bid may be considered for award by the awarding authority.



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**Proration:**

Any provision of a contract resulting from this bid to the contrary notwithstanding, in the event of failure of the State to make payment hereunder as a result of partial unavailability, at the time such payment is due, of such sufficient revenues of the State to make such payment (proration of appropriated funds for the State having been declared by the governor pursuant to Section 41-4-90 of the Code of Alabama 1975), the contractor shall have the option, in addition to the other remedies of the contract, of renegotiating the contract (extending or changing payment terms or amounts) or terminating the contract.

**Non-Appropriation of Funds:**

Continuation of any agreement between the state and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this bid and any resulting agreement. Non-availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the state as a result. The State will not incur liability beyond the payment of accrued agreement payment.

**Administrative fee:**

Awarded bidder(s) are to pay the State an administrative fee for all sales made under this contract. This fee will be 1 % (0.01) of the total dollar amount for all sales. The fee is to be paid each month before the 20th and will represent a single, one-time payment for all sales made in the prior month and as adjusted for errors associated with earlier months. This fee is not to be listed as a separate cost on invoices. The awarded bidder(s) will be required to provide a summary report each month before the 20th listing sales made during the prior calendar month. This report is to include the report contract number, purchasing entity, sales amount, and fee amount. A report is due even when there is no activity. This report is to be sent electronically to telecom.admin@isd.alabama.gov. A copy of the summary report is to also accompany the payment. The remittance is to be identified with the reporting month and contract number.

Remittance is to be payable to the "State of Alabama Department of Finance" and be sent to:

Alabama Department of Finance  
Division of Accounting and Administration  
PO Box 300658  
Montgomery, Alabama 36130-0658

For internal information only: fee distribution 1% to the State Procurement fund and 0 % to the Finance ISD Revolving fund.

**Contract period:**

Establish a 12 month contract with an option to extend for a second, third, fourth, and fifth 12 month period with the same pricing, terms and conditions. The second, third, fourth, or fifth 12 month period, if agreed by both parties, would begin the day after the first, second, third, or fourth 12 month period expires. Any successive extension must have written approval of both the state and vendor no later than 30 days prior to expiration of the previous 12 month period.

**Award:**

Each awarded vendor must have an in-state account manager to answer all end-user questions, set up on-line accounts, and submit quotes for contract items. All calls and emails must be returned within (24) twenty-four hours after receiving the call or email from the buying entity.

Each awarded vendor must provide the vendor catalog and wholesale catalog, if requested, by the buying entity at no additional charge.

**Delivery:**

All deliveries must be shipped complete. Partial shipments are not acceptable, unless agreed by the end user, in writing, prior to delivery.

All deliveries must be inside delivery. Dock delivery is unacceptable unless agreed by the end user, in writing, prior to delivery.

All boxes within the carton must be packed and sealed firmly. Loose items are not acceptable.

**Substitutions:**

Substitutions are not acceptable, unless they are approved by Purchasing and the end user, in writing, prior to delivery. These substitutions must be equal or better than the original item.



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# Quick guide for Procurement Applications

Easy ordering with Staples Business Advantage®

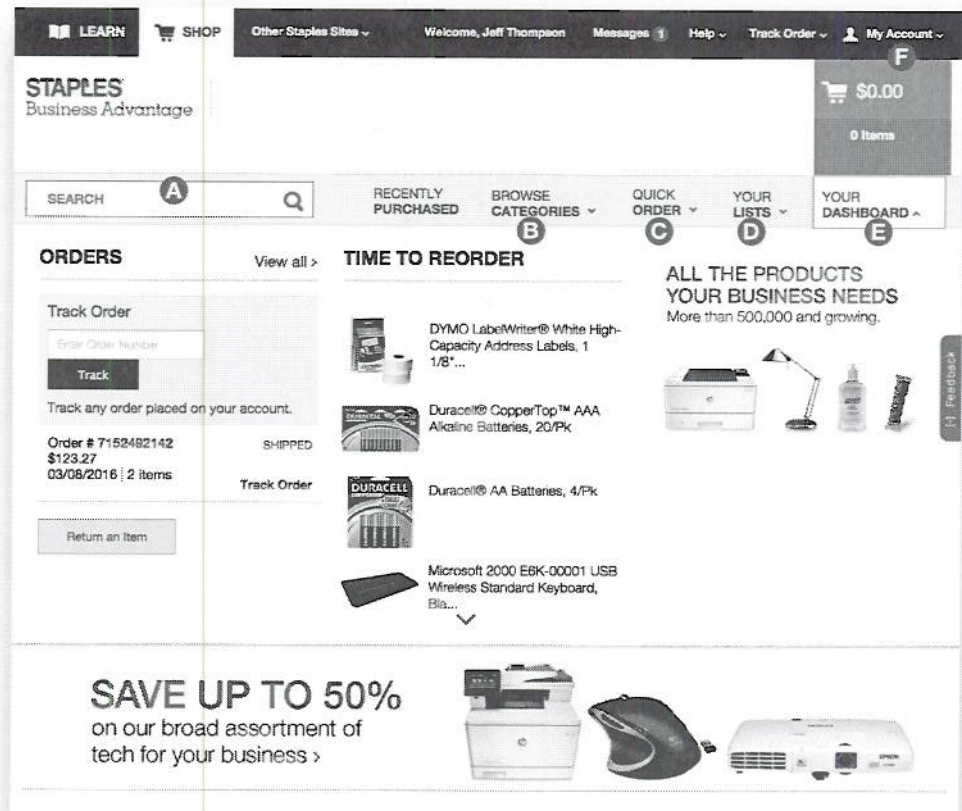
**STAPLES**  
Business Advantage®

Once you access StaplesAdvantage through your procurement system, the **Home Page** gives you access to all supported StaplesAdvantage features.

## Home Page

The Home Page gives you access to all of these features.

- A** Search
- B** Browse Categories
- C** Quick Order
- D** Lists
- E** Dashboard
- F** My Account



## Operating System and Browsers

- Click **Help** from the StaplesAdvantage home page to confirm support for your system and browser.

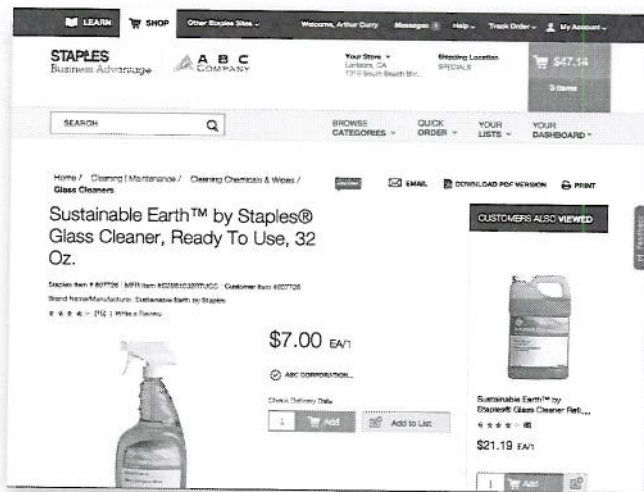
## Add items to your order

- **Search:** Search by keyword or item number. Search will display a summary of matching categories and top-ranking items that match your criteria. Narrow the results by product attributes, change the sort by option or compare items.
- **Browse Categories:** Browse the online catalog to find the products you need. Includes Ink & Toner Finder, Eco and Recycled, Minority-Owned Business products, and recently purchased.
- **Quick Order:** Enter up to 10 item numbers and quantities and click **Add**.
- **Your Lists:** Quick access to your frequently ordered items.

# Quick guide for Procurement Applications

## Easy ordering with Staples Business Advantage®

**STAPLES**  
Business Advantage®



## Product Page

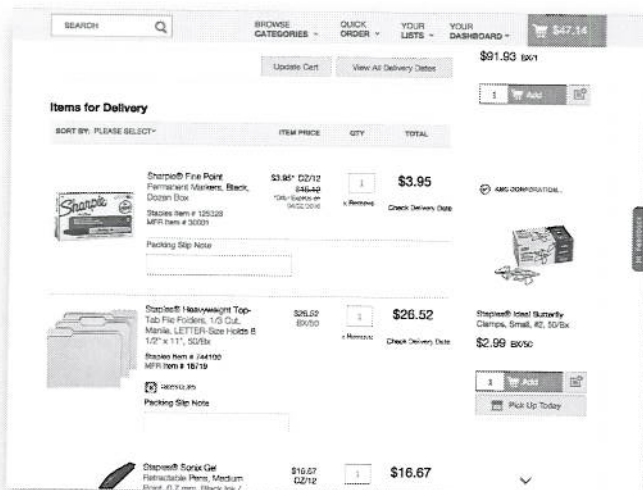
Access the Product Page either by Browsing Categories or through a Search.

- To add an item to your cart, enter quantity and click **Add**.
- To add an item to a list, click **Add to List**.
- To check the expected delivery date, enter the quantity you want and click **Check Delivery Date**.

## Your Shopping Cart

Click the **Cart** icon to see items in your current order. Click **Review & Checkout** to edit your cart.

- Click **View All Delivery Dates** to view expected delivery dates for all items in your order.
- **Change quantities**, add **Packing Slip Notes** or **Remove an item**, then click **Update Cart**.
- **Submit Order** to complete your shopping session and return to your procurement application to finalize.



## My Order Status and Tracking

To check the status of your submitted orders, click **Dashboard** to review **Orders**.

- Click **View all** to display all orders in the past 90 days.
- Click the **Order #** to view order details and to check Package Tracking.
- Track your orders by clicking on the **Truck** icon.
- Click **Return an Item** to process a return.

